

Vineeth Thampi

Objective: Seeking a position suitable to my education, skills and experience

PROFILE

- MBA (Master of Business Administration) in HR
- More than two years Gulf Experience
- Experienced in Customer Service, General Administration, Marketing and Sales
- More than five years Professional Experience
- Experienced in Cashew Industry, International Airport, 2-Wheeler sales, etc
- Computer skills include MS-Office and DTP

EDUCATION

Bharathiar University, Faculty of Social Sciences, Coimbatore, Tamil Nad, India
Master of Business Administration June 2014 – May 2016
Specialisation: Human Resources

University of Kerala, Faculty of Social Sciences, Trivandrum, Kerala, India
Sree Narayana College, Kollam, Kerala
Bachelor of Arts (B.A) June 2009 – April 2013
Specialisation: Political Science

Govt. of Kerala, Board of Higher Secondary Examination, Trivandrum, Kerala
Koickal Higher Secondary School, 2nd Mile, Kollam, Kerala
Certificate in Higher Secondary Examination June 2007 – Mar 2009
Specialisation: Commerce

Govt. of Kerala, General Education Dept; Trivandrum, Kerala
Govt. Model Vocational Higher Secondary School for Boys, Kollam-9, Kerala
Secondary School Leaving Certificate Mar 2007

TECHNICAL EDUCATION

Centre For Development of Imaging Technology (C-DIT), Govt.of Kerala, Trivandrum
C-DIT Kollam Centre
Certificate in Desk Top Publishing 2013-2014

PROFESSIONAL EXPERIENCE

- Customer Service at Dubai International Airport for Arriving and Departure passengers
- Assisted passengers in getting Exit Visa
- Assisted passengers for baggage clearance
- Complete support for Disabled Passengers
- Acted as Team Leader in the Marketing & Sales division of Vespa 2-Wheeler
- Assisted Team Members in Marketing and Sales effort
- Managed Banking related activities in a Cashew Export Firm
- Calculated and Disbursed salary for the employees
- Canvassed orders and Marketed imported roofing sheets

EMPLOYMENT HISTORY

Transguard Group L.L.C, U.A.E

Dubai International Airport

Special Handling Agent, Customer Service

Jan 2018 – June 2020

Jovie Motors (Vespa Aprilia Showroom), Pallimukku, Kollam-10, Kerala

Team Leader – Marketing & Sales

Aug 2017 – Dec 2017

Vilayil Cashews, West Kallada, Kollam-691500, Kerala, India

Administrative Executive

Oct 2016 – July 2017

Durocap Roofing Solutions, Parippally, Kollam, Kerala

Marketing Manager

Jan 2015 – Sep 2016

COMPUTER SKILLS

MS-Office, DTP – Pagemaker

PERSONAL

Male, Citizen of India, Not Married, Born on March 12th, 1990

Passport No. K 7112520, Issued at Trivandrum, Valid till Nov 1st, 2022

Permanent Address: Keralapuram, Kollam-691504, Kerala, India